Creative Filer Commands Quick Reference Summary

Commodore 64

Capcacity: Up to 1,300 records/disk.
Form Size: 98 rows of 40 columns each per record. File names can be up to 12 characters long.

To Start:
1. Insert your CREATIVE FILER diskette into the disk drive.
2. Type LOAD"*",8 and press RETURN.
3. When computer displays READY, type RUN and press RETURN.

DESIGNING A FORM:

FUNCTION KEYS:

f1	■ Exit and Save a new or altered form.
f4	■ Return to DESIGN screen.
f7	■ Return to MAIN MENU, don't save new or altered form.
f8	■ Prints the form displayed on the screen.

CONTROL KEYS:

CTRL I	■ Insert blank line.
CTRL D	■ Delete line.
CTRL K	■ Designates secondary key field when placed in front of field.
CTRL N	■ Adds a new field to a previously created form.

SPECIAL KEYS:

HOME	■ Moves cursor to column 1 row 1.
CLR	■ Moves cursor to column 1 row 24.
DEL	■ Used to back up and erase characters.
INST	■ Inserts a blank wherever the cursor is located. A character can then be typed in that space.

ADDING DATA TO A FILE:

FUNCTION KEYS:

f1	■ Saves a new or altered record. (You must enter data in the primary field. If you don't, CREATIVE FILER will return to the MAIN MENU when you press f1.)
f3	■ Help screen
f4	■ Return to ADD screen from Help screen.
f7	■ Return to MAIN MENU, without saving record.

SPECIAL KEYS:

↑ CRSR	■ Move cursor to previous field.
↓ CRSR	■ Move cursor to next field.
HOME	■ Returns to first field.
CLR	■ Clear all fields.
RETURN	■ Go to next field.

BROWSE/MODIFY:

FUNCTION KEYS, CONTROL & SPECIAL KEYS:

f1	■ Rewrites record onto disk (even if no data was modified) and accesses next record.
f5	■ Accesses next record and displays on the screen.
f7	■ Return to MAIN MENU.
f8	■ Prints the record.
CTRL D	■ Deletes displayed record.
CLR	■ End search and clear all fields.

SEARCH CRITERIA

Enter appropriate Search Criteria and press f5

< [string]	■ Less than criteria
> [string]	■ Greater than criteria
<> [string]	■ Not equal to criteria
& (ampersand)	■ When placed in front of characters, matches data that contains the criteria text anywhere in the field.

WRITING REPORTS:

1. INCLUDE FIELDS Screen: Selecting the REPORT option displays this screen.

CONTROL KEYS:

CTRL P	■ Lists report in primary key order.
CTRL S	■ Lists report in secondary key order.
CTRL 1	■ Redisplays first 15 fields from form.
CTRL 2	■ Enter REPORT PARAMETERS screen.
CTRL 3	■ Enter BROWSE screen.
CTRL 4	■ Enter DERIVED FIELDS screen.
CTRL 5	■ Will load a previously saved format from disk.

SPECIAL KEYS:

f3	■ Page to next 15 fields on include screen.
CLR/HOME	■ Clears all entries in the screen.
1—...	■ First number in include column specifies field order. If no number is included in this column, field contents won't be printed.
- (Minus sign)	■ Specifies no carriage return after field contents printed.
+ (Plus sign)	■ Specifies carriage return after field contents printed.
/ (Slash)	■ In SIZE column specifies no trailing blank when printing this field.
R	■ In SIZE column specifies right justification.
RETURN	■ Completes entry and advances to next column.

2. DERIVED FIELDS Screen

A field created from arithmetic combination of other fields. CTRL 4 will display this screen.

1. Enter a name for the derived field name and press RETURN.
2. Enter a formula which defines field. (Multiplication (*) and division (/) take precedence over addition (+) and subtraction (–).

CTRL 1	■ Will return you to the INCLUDE FIELDS screen. Your derived fields will now be included in the list of field names.

Note: Do not use arithmetic operators (+, -, /, or *) in any of the fields names on your form, because CREATIVE FILER will interpret them as arithmetic operators no matter where they appear in the line.

3. REPORT BROWSE Screen

CTRL 3 will display this screen.

Enter search criteria as you did to BROWSE through the data base. This time the criteria will determine which records will be included in the report.

CTRL 1	■ Return to INCLUDE FIELDS screen.
CTRL 2	■ Enter REPORT PARAMETERS screen.
CTRL 4	■ Enter DERIVED FIELDS screen.

4. REPORT PARAMETERS Screen CTRL 2 will display this screen.

f1	■ After all report parameters are set, f1 sends the formatted report to the printer.
f2	■ Sends report data to disk file, for use with CREATIVE WRITER. Enter a file name and press RETURN.
f6	■ Clears all report parameters (be careful, though since f6 also erases your INCLUDE fields).
CTRL 6	■ Save report format to disk. Requests a file name for saving.

CATALOG SCREEN:

Option 6 from MAIN MENU. Shows only CREATIVE FILER forms on disk.

f7	■ Return to MAIN MENU.
L	■ Load file to memory.
D	■ Destroy (delete) file from disk.

EXIT

Option 7 from MAIN MENU

Clears computer memory and exits to BASIC.

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10/84